

# Clayton State University Miscellaneous Fee Form Fiscal Year 2019

Name of Fee: **Bateman Loan Process Fee**

Fee Type: **Miscellaneous**

Office Responsible for Fee: **Bursar**

Amount of fee: **\$20**

Basis (per term, one time, etc.): **Per approved loan**

Purpose of the fee (explain need or benefit for operations/student): **This an administrative fee that is split 50/50 between the Bursar and Foundation offices for processing approved emergency loan applications and processing checks.**

Explain use of the fee including major items funded by the fee: **The fee is for general operating expenses like account maintenance, check stock offset, supplies and other cost associated with account.**

Revenue in FY 16: **\$1,560 (78 students)**

Revenue in FY 17: **\$ 720 (36 students)**

Revenue in FY 18: **\$ 840 (46 students)**

Revenue in FY 19: **\$1,280 (68 students)**

Expenditures in previous FYs were used to purchase give-away items to students in addition to providing guidance to students receiving the emergency funds on topics of financial management and paying fees timely. Continued use of these funds will remain dedicated to providing account maintenance, to fund planned activities for our student population, and to contribute toward general university expenses.

Point of Contact for questions:

Name: **Avanell Pugh**

Phone: **678-466-4290**

Email: [avanellpugh@clayton.edu](mailto:avanellpugh@clayton.edu)

For more information on how this fee is used and related financial data, please go to:  
[Annual Review of Fee Usage](http://www.clayton.edu/SFAB/Annual-Review) (<http://www.clayton.edu/SFAB/Annual-Review>).

Form Submitted By: \_\_\_\_\_

Date: 10/31/2019

VP/Dean/Director: \_\_\_\_\_

Date: 10/31/2019